



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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February 16, 2007

**INDIANA BULLETIN NO. IN300-7-16**

**SUBJECT:** LTP – Wildlife Habitat Incentives Program (WHIP) deadlines for 2007

**Purpose:** To establish deadlines for the WHIP program for 2007

**Expiration Date:** September 30, 2007

The following deadlines have been set for the WHIP program for 2007.

**First Round:**

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| January 26, 2007  | Cut-off date for applications to be entered in ProTracts for consideration for first round funding.   |
| February 20, 2007 | All eligibility issues for those applications in ProTracts are resolved. Plans are uploaded from Toolkit. Quality Assurance (QA) completed by Area Program Specialists (APS). Upon completion of QA, APS's should mark application as Pre-approved. |
| February 23, 2007 | All applications marked as Pre-approved will be considered for funding. Funds will be allocated to those applications selected for funding based on ranking scores. Applications will be marked as Approved.  |
| March 1, 2007     | Field will check for Approved applications in ProTracts and begin taking action to obligate. Print the Approved NRCS-CPA-1202 for producers' signature and send the attached Approval Letter to producer.   |
| March 15, 2007    | Field will get signatures on NRCS-CPA-1202 and Appendix for all Approved applications (with Programs staff E-signature).  |
| March 30, 2007    | APS's will sign the contract in ProTracts and create the obligation. Field will send the attached Contract Obligation letter to participants.   |

**Second Round:**

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| February 20, 2007 | Cut-off date for applications to be entered in ProTracts for consideration for second round funding. |
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- March 9, 2007 All eligibility issues for those applications in ProTracts are resolved. Plans are uploaded from Toolkit. Quality Assurance (QA) completed by Area Program Specialists (APS). Upon completion of QA, APS's should mark application as Pre-approved.
- March 13, 2007 All applications marked as Pre-approved will be considered for funding. Funds will be allocated to those applications selected for funding based on ranking scores. Applications will be marked as Approved.
- March 16, 2007 Field will check for Approved applications in ProTracts and begin taking action to obligate. Print the Approved NRCS-CPA-1202 for producers' signature and send the attached Approval Letter to producer.
- March 30, 2007 Field will get signatures on NRCS-CPA-1202 and Appendix for all Approved applications (with Programs staff E-signature).
- April 13, 2007 APS's will sign the contract in ProTracts and create the obligation. Field will send the attached Contract Obligation letter to participants.

Additional rounds will be announced if funds become available for applications signed after February 20, 2007.

Any questions regarding the above deadlines should be directed to John Poenisch, Program Analyst, at extension 357.

/s/

J. XAVIER MONTOYA  
Acting State Conservationist

Enclosures